

| Communication: Conveying & expressing ideas | | |
|---|--------|--------|
| Skill list | STEP 1 | STEP 2 |
| <i>Seeking new knowledge and ideas</i> | X | |
| <i>Writing & editing</i> | | |
| <i>Summarising & formatting information</i> | | |
| <i>Communicating verbally</i> | X | X |
| <i>Using active listening skills</i> | | |
| <i>Facilitating discussion</i> | X | |
| <i>Consulting with others to gain information</i> | | |
| <i>Teaching and training others</i> | | |
| <i>Promoting & selling products or ideas</i> | X | X |
| <i>Using different languages</i> | | |
| <i>Interviewing & asking questions</i> | | |
| <i>Making presentations</i> | | |
| <i>Negotiating & working in a team</i> | X | |
| <i>Thinking & reacting on the spot (under pressure)</i> | | |
| <i>Speaking & working with the public</i> | | |

| Organisation Management: Working one-on-one & in a group | | |
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| Skill list | STEP 1 | STEP 2 |
| <i>Completing tasks & attaining goals</i> | | |
| <i>Solving problems</i> | X | X |
| <i>Meeting deadlines & time management</i> | | |
| <i>Making decisions</i> | X | |
| <i>Leading & supervising others</i> | X | |
| <i>Motivating others</i> | | |

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| <i>Resolving conflicts & mediating</i> | | |
| <i>Setting priorities</i> | | |
| <i>Initiating new projects</i> | X | X |
| <i>Organising projects & activities</i> | | |
| <i>Coordinating groups</i> | | |
| <i>Handling logistics</i> | | |
| <i>Putting theory & ideas into practice</i> | X | X |
| <i>Delegating, giving directions & assuming responsibilities</i> | | |
| <i>Using strategy & planning long-term</i> | | |

| Research & Investigation: Searching for specific knowledge | | |
|---|---------------|---------------|
| Skill list | STEP 1 | STEP 2 |
| <i>Analysing ideas & data</i> | | |
| <i>Completing research & investigations</i> | | |
| <i>Reading for information & gathering data</i> | | |
| <i>Interviewing for information</i> | | |
| <i>Thinking critically and evaluating</i> | | |
| <i>Observing and formulating hypotheses</i> | X | X |
| <i>Developing theories</i> | | |
| <i>Outlining research</i> | | |
| <i>Calculating & comparing data</i> | | |

| Design & Planning: Imagining the future & creating it | | |
|--|---------------|---------------|
| Skill list | STEP 1 | STEP 2 |
| <i>Anticipating problems & planning solutions</i> | | |
| <i>Conceptualizing design</i> | | |
| <i>Developing an overriding vision or idea</i> | | |
| <i>Designing programs</i> | X | X |
| <i>Thinking visually</i> | | |
| <i>Creating visual or written compositions</i> | X | X |
| <i>Adapting quickly & using improvisation skills</i> | | |
| <i>Creating images, formats or layouts of information</i> | X | X |
| <i>Brainstorming new ideas & anticipating consequences</i> | X | |

| Physical Activities: Using hands or tools to build | | |
|---|---------------|---------------|
| Skill list | STEP 1 | STEP 2 |
| <i>Making physical repairs</i> | | |
| <i>Building & construction</i> | | |
| <i>Inventing new equipment</i> | | |
| <i>Operating equipment & machinery</i> | | |
| <i>Doing physical/manual labour</i> | | |
| <i>Working & being outdoors</i> | | |

| Human Service: Attending to the needs of others | | |
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| Skill list | STEP 1 | STEP 2 |
| <i>Using Interpersonal skills</i> | | |
| <i>Being sensitive to other's needs</i> | | |
| <i>Being empathetic & understanding</i> | | |

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| <i>Counselling, supporting & coaching</i> | | |
| <i>Advocating for others</i> | | |
| <i>Use intuition, coach, provide care</i> | | |

| Information Management: Analysing ideas and information | | |
|--|---------------|---------------|
| Skill list | STEP 1 | STEP 2 |
| <i>Using math skills</i> | x | |
| <i>Organising & managing information</i> | | |
| <i>Using logic in practical applications</i> | | |
| <i>Develop & streamline systems</i> | | |
| <i>Monitoring & noticing details</i> | x | X |
| <i>Keeping records</i> | | |